

**Student Information System**

Liverpool John Moores University

User Guide: Block Enrol – various methods

Version 1.0: January 2018

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## Summary of Changes

|  |  |  |
| --- | --- | --- |
| Version | Date | Note; |
| 1.0 | 03/01/2018 | New Document |
| 1.1 | 16/05/2016 | Content added to [‘What to do with Students on LOA’](#_What_to_do) section |
|  |  |  |

## Introduction

Block enrol is a method used to enrol/drop student EMPLIDs on to a class or group of classes within a given term.

Following the release of a bundle upgrade late 2016, new functionality allows us to create a student block using pop select functionality via a PS Query or via external file import. Previously creating a student block was a manual, sometimes time-consuming activity.

The following document will provide user guidance on the three ways (listed below) to create a student block within the Student Information System.

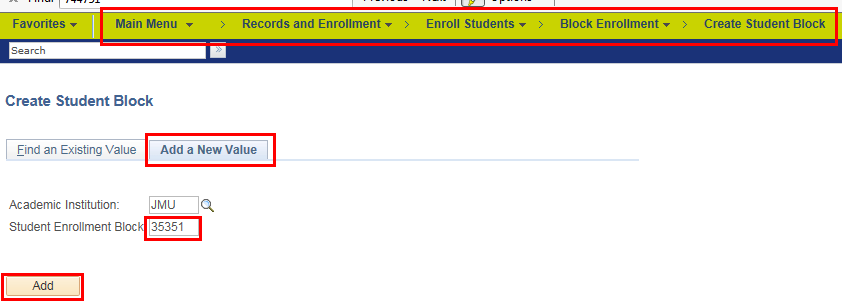
* External file import
* Pop select & PS Query
* Manual

Creating a class block remains unchanged but will be covered later in this document.

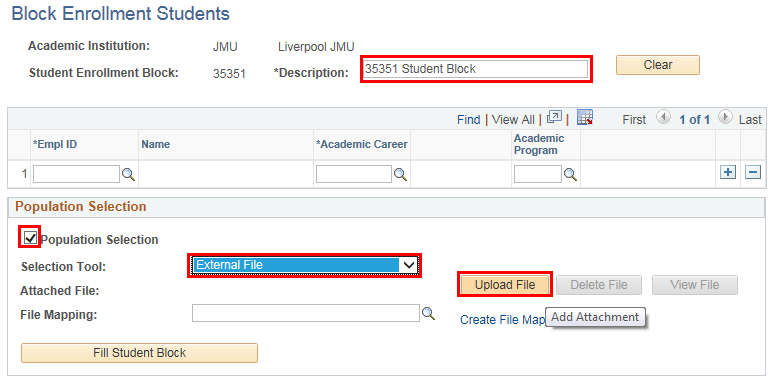
## Creating the Student Block

### Via External File

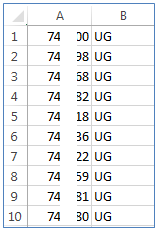
* Navigate to Records and Enrolment > Enrol Students > Block Enrolment > Create Student Block
* Add a New Value
* Name your Student Enrolment Block accordingly e.g. 35351
* Add



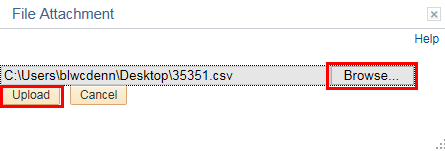
* Give your Student Enrolment Block a name
* Tick ‘Population Selection’
* Selection Tool = ‘External File’
* Upload File



* Browse – look for your CSV file containing EMPLID and Career. E.g.

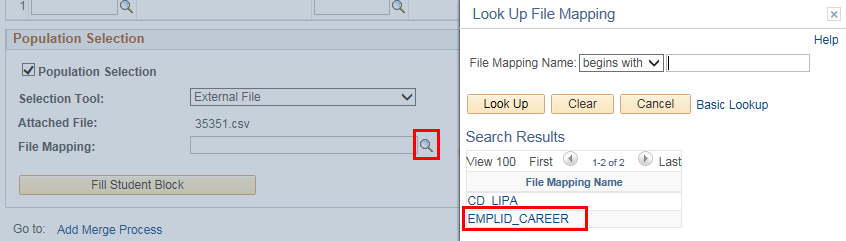


* Upload



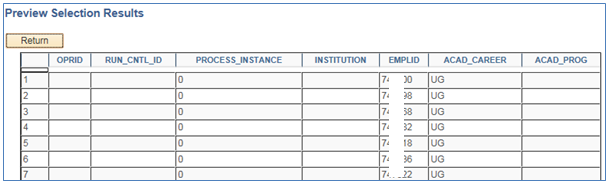
* Select the look up symbol
* Choose file mapping called ‘EMPLID\_CAREER’.

**Note**: the file mapping is based on EMPLID and Career only. If you require any further mapping (e.g. programme code), please contact Business Support



* ‘Preview Selection Results’ will show you the EMPLIDs you are importing

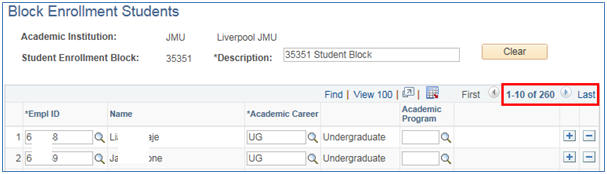




* If you are happy with the preview of results, select ‘Fill Student Block’



* Any student within the CSV file will be loaded in to the student block



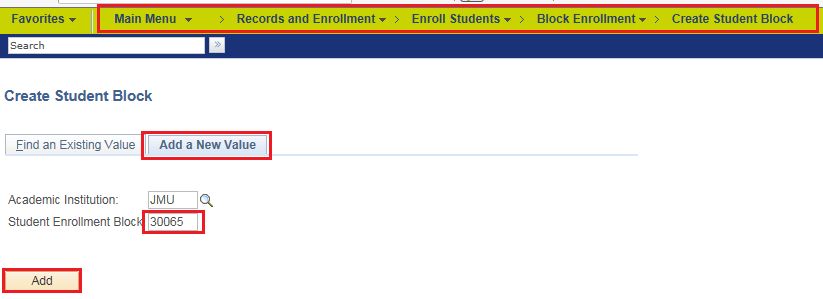
* Save

Now create your class block (a block of classes you wish to enrol the students on to).

### Via Pop Select (PS QUERY)

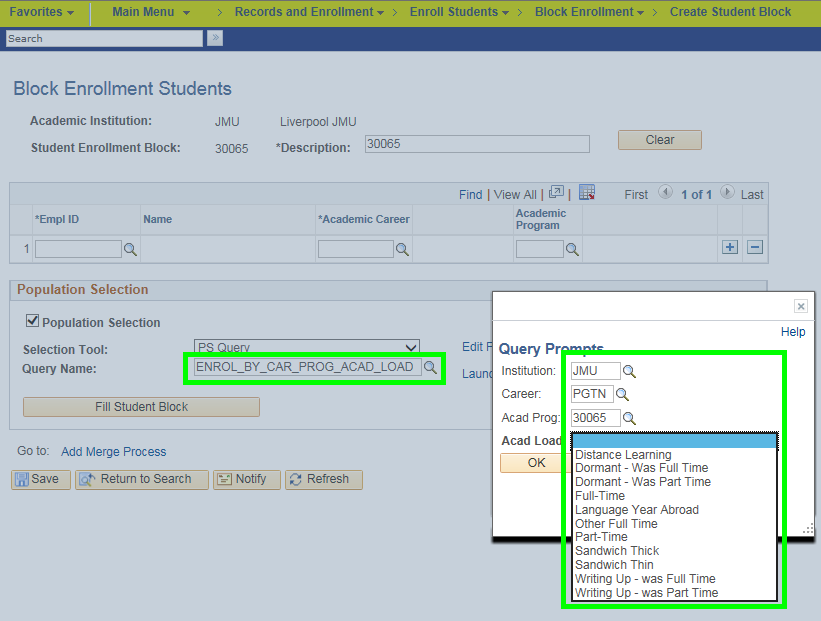
Navigate to Records and Enrolment > Enrol Students > Block Enrolment > Create Student Block

* Add a New Value
* Name your Student Enrolment Block accordingly e.g. 35351
* Add

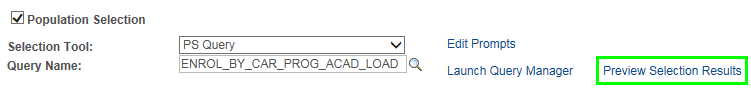


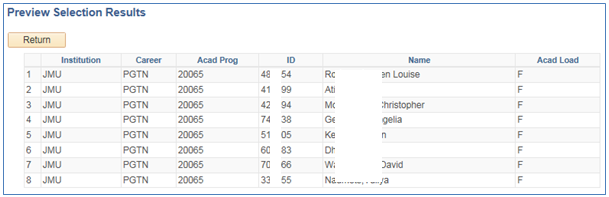
* Give your Student Enrolment Block a name
* Tick ‘Population Selection’
* Selection Tool = ‘PSQUERY’

Using the ‘look up’ icon, select the query called ‘ENROL\_BY\_CAR\_PROG\_ACAD\_LOAD’. For any query, you may need to enter prompts. **Note:** there are a number of different queries available within the lookup list, the names of which should be self-explanatory. For further advice, contact the BST.

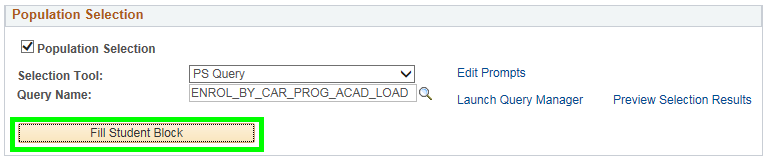


* Enter parameters as per screenshot above
* ‘Preview Selection Results’ will show you the EMPLIDs you are importing

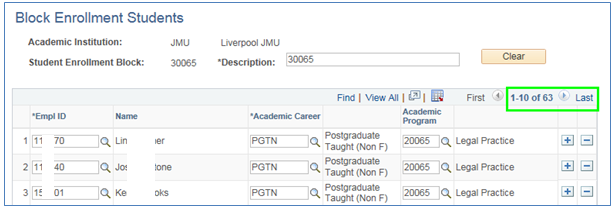




* If you are happy with the preview of results, select ‘Fill Student Block’



Any student within the ‘Preview Results’ will be loaded in to the student block

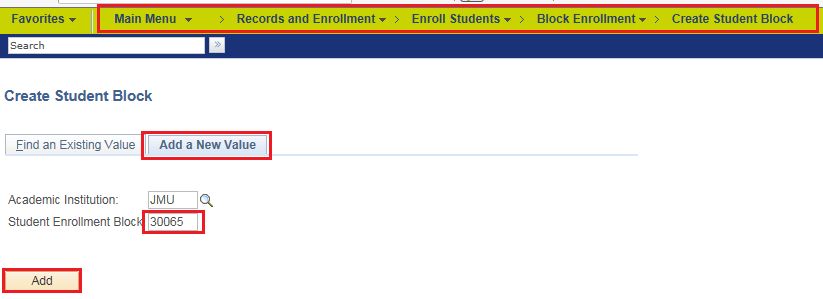


* Save

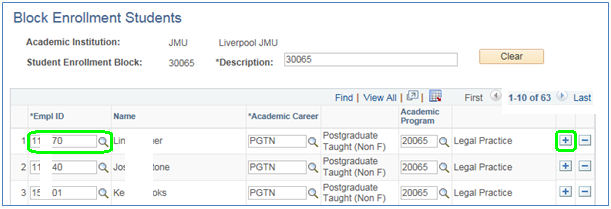
### Manual Student Group

Navigate to Records and Enrolment > Enrol Students > Block Enrolment > Create Student Block

* Add a New Value
* Name your Student Enrolment Block accordingly e.g. 30065
* Add



* Give your Student Enrolment Block a name



Manually enter or select the;

* EMPLID or search for the student via the look up.
* Student career (if a student is or has studied multiple careers, you will see those listed)
* Academic Program (if a student is or has studied multiple programmes, you will see those listed)

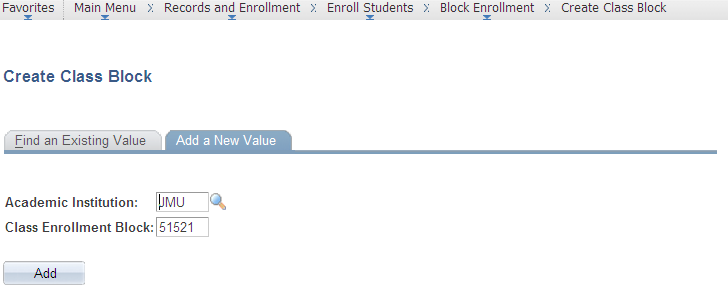
Add a new row and repeat the steps above for each student.

* Save

## Create Class Block

Navigation: Main Menu> Records & Enrolment > Enrol Students > Block Enrolment > Create Class Block

* Add a New Value
* Name your class block (Tip: use the SAME code as for the Student Block)

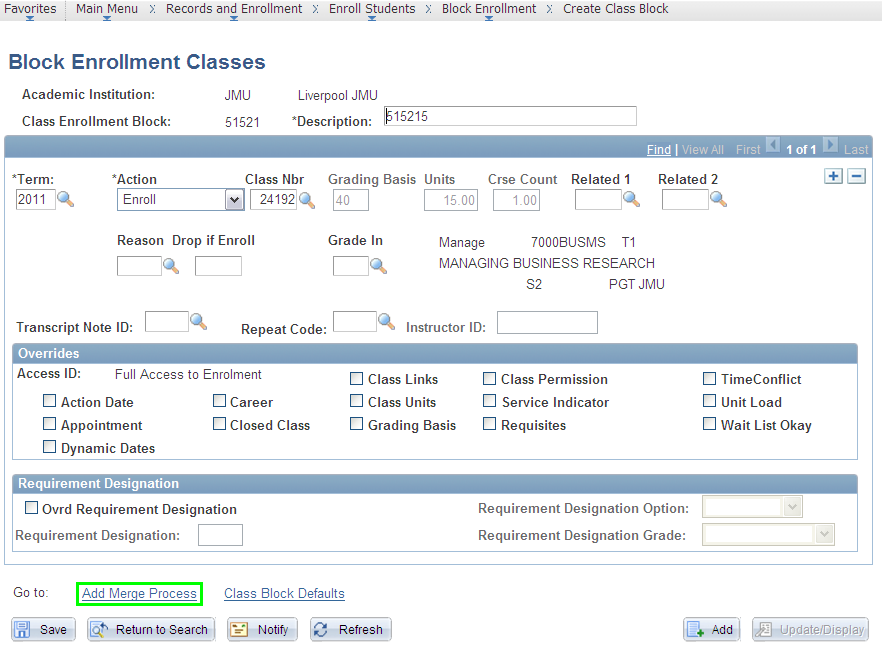


* Add description e.g. Programme code
* Select:
* Term
* Action (you can bulk drop as well as bulk enrol)
* Select class number (find through lookup list if required)

Add an additional row for each additional class/module you wish to enrol

* Save

Please note: the same enrolment date restrictions are in place that are used by Quick Enrol.

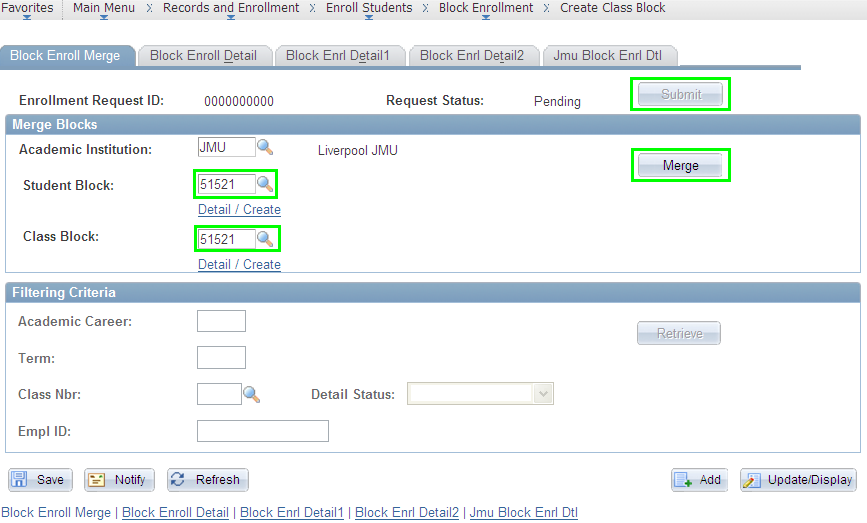


### Add Merge Process

The merge process does exactly that, it merges the student block and class blocks together.

In the following order, enter:

* Student Block – the code will be the same one used when creating the student block.
* Class Block – the code will be the same one used when creating the class block
* Click Merge
* Click Submit



The request status will change from pending to ‘Success’ or ‘Errors’.